

*Subj.*

~~CONFIDENTIAL~~

DD/ST# 0971-64

16 MAR 1964

*ADM-4.3*

**MEMORANDUM FOR:** Chief, Logistic Services Division  
**THROUGH:** Chief, Administrative Staff, DD/S&T  
**SUBJECT:** Removal of Partition in 6F24

1. The Personnel Section of OSI was recently enlarged to include training responsibilities. This action necessitated an increase in personnel and record keeping facilities, plus moving into new quarters. The area now occupied is separated by a partial partition. Removal of two sections of this partition will permit easier traffic flow and provide ready access to files and other pertinent records with regard to personnel and training.

2. It is therefore requested that two sections of the partial partition located in Room 6F24 be removed as shown in the attached sketch.

25X1A9a  
3. For further information concerning this request please contact [redacted] extension 5600. /

[redacted]  
Executive Officer  
Scientific Intelligence

25X1A9a

**CONCURRENCE:**

[redacted]

22 APR 1964

Chief, Administrative Staff, DD/S&T

Date

Distribution:

Orig & 1 - Addressee  
2 - Chief, Admin St, DD/S&T  
25X1A9a 2 - Exec Ofcr/SI  
1 - [redacted]

OSI:ServicesBr/[redacted]:amc:5600 (16 Mar 64)

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GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION